

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Elevator Inspector****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Conducts routine and periodic inspections and maintenance tests to ensure that safety requirements are met on electric/hydraulic elevators, inclined stairchairs, vertical and inclined wheelchair lifts, automobile lifts, escalators and dumbwaiters. Ensures the accuracy of tests, inspections, and associated reports.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Ensures elevator and amusement park ride safety and standards compliance by conducting routine detailed inspections and tests on elevators and related equipment, and performing investigations to determine the cause of accidents.
2	H	Accepts and inspects new or altered elevators by reviewing technical construction and installation specifications, documenting findings, issuing permits, figures and collects fees, performing detailed inspections to determine whether all parts of the equipment's installation conform and perform to the requirements of the applicable codes, regulations, and specified standards.
3	S	Provides technical assistance and information by meeting with contractors and installers, responding to requests for information, and performing duties in the absence of supervisor.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years experience in the elevator trade.
Certifications and Other Requirements	Valid CDL Driver's License, QEI-1 Certification, Amusement Device Inspector Certification, registered with the National Association of Elevator Safety Authorities International (NAESI)
Reading	Work requires the ability to read code books, contract data drawings / diagrams, letters, memorandum, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as algebraic and geometric formulas.
Writing	Work requires the ability to write inspection reports and general correspondence.
Managerial	Managerial responsibilities include occasionally serving in back-up supervisory roles as Senior Code Specialist or Senior Inspector for team or technical persons.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work is governed by broad instructions, objectives, and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Inspections
Sitting	O	Computer, desk work, inspections, maintenance, driving
Walking	F	To/from equipment
Lifting	F	Tools, equipment
Carrying	F	Tools
Pushing/Pulling	N	
Reaching	N	
Handling	O	Tools, equipment
Fine Dexterity	O	Computer keyboard, telephone keypad, tools, writing
Kneeling	F	Inspections, maintenance
Crouching	O	Inspections, maintenance
Crawling	R	Under elevators and machinery
Bending	F	Inspections, maintenance
Twisting	N	
Climbing	O	Rooftops
Balancing	O	Rooftops, ontop of elevators
Vision	C	Computer, desk work, reading, inspections, maintenance
Hearing	C	Staff, supervisor, public, telephone
Talking	F	Staff, supervisor, public, telephone
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Test gauge, door scale gauge, stop watch, flashlight, voltage meter, thickness gauges, caliper, circuit testers, tachometers, computer, printer, standard Microsoft Windows and Office software, HTE software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	W
Chemical Hazards	W	Extreme Temperatures	S
Electrical Hazards	W	Noise and Vibration	W
Fire Hazards	N	Fumes and Odors	M
Explosives	N	Wetness/Humidity	S
Communicable Diseases	M	Darkness or Poor Lighting	W
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	X
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Various sites - elevator locations

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, safety shoes

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)